

EMERGENCY MANAGEMENT
MINUTES OF
August 9th, 2016
Regular Meeting
SALEM CONNECTICUT

Members Present:

1. Meeting called to order by Don Bourdeau at 6 pm EST.
2. Approval of Minutes for August 9th, 2016
M/S/C (E. Shafer/ C. Weston)
Vote: Approved Unanimously
3. Guests
A) G. Householder
4. Public Comment
None
5. Old Business
 - A) Everbridge- Total contact in out Everbridge system as of 8/09/2016 is: White Pages = 1024, web registrations = 163. There have been 6 new registrations that have not been included in the totals above. These registrations were result of C. Martin visiting several local businesses and introducing the Everbridge system to the owners. R. Martin submitted storm photos for the Everbridge attention board. C. martin to research the cost of doing a bulk mailing to all residents in town to get more people informed of our Emergency Alert system. C. Weston will gather info on the possibility of EM adding info packet to FD bulk mailing for next spring. Town Clerk replaced the old Everbridge sign up form with new form that reflected Sue Spang name removed as contact person. E. Shafer to obtain a generalize form for medical alert residents to be included in the bulk mailing. C. Martin will email necessary person to have an ad placed in "Our Town" newspaper for Everbridge. D. Bourdeau will speak with K. Lyden regarding the possibility of social network accounts to keep residents better informed in the case of an emergency.
 - B) Table Top Drill- We will be holding the pre-drill on Sept 13th, 2016 at 5pm in Rm 2 of the Emergency Operations Center prior to the monthly meeting. Actual table top drill will take place of September 21st 2016 at 5pm in Rm 2 at the Emergency Operations Center at the Town Hall. D. Bourdeau to send out invitation letters to all agencies that have interest in the drill.

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Don Bourdeau

C) EM Ordinance/Charter- EM Board members requirements- 1. Must be a resident of the Town of Salem. 2. Must NOT be compensated in any way for their involvement with EM. (Per Town Charter section 7.04 A-2) Vacancies of the board shall be filled by the Board of Selectman. The EM board is made up of 4 board members serving for 4 year term. Currently the EM board members are C. Weston, J. Cunningham, R. Kachorowski and S. Spang. If a vacancy opens on the board, D. Bourdeau would recommend J. Miller as the next EM Board member. Staff members of the EM currently are D. Bourdeau (EMD) E. Shafer (Deputy EMD) C. Martin (Operations Officer) R. Martin (Warning and Communications Officer) and T. Martin (Security). When a Staff position is vacant, the person that will be places in the open position should have the qualifications, knowledge and training to be able to do all necessary tasks within the job description.

6. New Business

A) Welcome packages for new residents- EM would like to explore the possibility of creating a welcome packet for new residents for the Town of Salem. This packet would include necessary information that would be helpful. A collaboration of agencies would be needed as well as local businesses info to be included. Further research and discussion is needed on this topic.

7. Other Business

A) None

8. Open Discussion

A) New App was released called "CT Prepares" this is a helpful app that state residents can utilize in the event of an emergency. This is a free app and is able to be downloaded for either IOS or Android users.

9. Adjournment

M/S/C. (C. Weston/ C. Martin)

Vote: Approved Unanimously

Respectfully Submitted by
Christina Martin